



## Request for Wastewater System Information

I understand that there is an administrative fee for a file search. This fee will be charged regardless of the file search results. Please allow 5-7 working days to process.

Date Submitted: \_\_\_\_\_

Reason for request (Please Check One):    ☐ Sale of Property  
   ☐ Other (Please Specify) \_\_\_\_\_

Person Requesting Information (Please Check One): ☐ Property Owner ☐ Realtor  
☐ Pumper/Hauler ☐ Prospective Buyer

Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessor Parcel Number (APN): \_\_\_\_\_ Year Constructed: \_\_\_\_\_

Standard System: \_\_\_\_\_ Alternate System: \_\_\_\_\_ Commercial System: \_\_\_\_\_

Information Requested:

☐ Septic Permit                      ☐ Plans or As-builts                      ☐ Site Investigation Report

☐ Perc Test Report                      ☐ Other (Please Specify): \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company Name:

Mailing Address: \_\_\_\_\_ Apt: \_\_\_\_\_ Ste: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_ / \_\_\_\_

☐ Visa      ☐ MasterCard      ☐ Discover

Email Address:

**Office Use Only**

☐ Phone Req      ☐ Fax Req      ☐ Walk-In      ☐ Insufficient Information for Request  
☐ No record on file      ☐ ADEQ Record      ☐ Void      ☐ Review Required      ☐ RRR Form  
 Response:      ☐ Faxed      ☐ Mailed      ☐ Pick Up      ☐ Phone Call      ☐ E-mailed  
 Time Started:      Time Ended:      Total Time Spent:

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_